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GENERAL CIRCULAR NUMBER 2013-021

DATE: June 13, 2013

TO: Heads of State Agencies and Human Resources Directors

SUBJECT: Changes to the Pay Plan

Please be advised that changes have been made to the State Civil Service Classification and Pay Plan as proposed in General Circulars No. 2012-027 and 2013-005. These changes were considered and approved by the State Civil Service Commission at the respective public pay hearings on November 14, 2012, and March 6, 2013. Also, where necessary, the Governor has granted approval. For an outline of these changes, please refer to the attachments below.

EFFECTIVE DATE OF CHANGES: June 21, 2013

All necessary actions resulting from these changes should be completed within 120 days of the effective date. In addition, any related agency pay policies should be updated in this timeframe. Human Resources Directors should refer to the "HRInfo" section of the SCS website for implementation charts and instructions. If there are any questions concerning the subject matter of this General Circular, please contact Chris Deer, Compensation Division Administrator, at (225) 342-8083.

Sincerely,

s/Shannon S. Templett
Director

JOBS ADDED TO THE PAY PLAN

JOB CODE	JOB TITLE	PAY SCH ED	PAY LEVEL
173210	PARKS REGIONAL MANAGER	AS	621
172930	CHILD DEVELOPMENT SUPERVISOR	SS	417
172920	CHILD DEVELOPMENT CONSULTANT	SS	417
172990	CHILD SUPPORT ENFORCEMENT SPECIALIST	SS	414
173000	CHILD SUPPORT ENFORCEMENT SUPERVISOR	SS	415
172960	CHILD SUPPORT ENFORCEMENT CONSULTANT	SS	417
172940	CHILD SUPPORT ENFORCEMENT MANAGER 1	SS	419
172950	CHILD SUPPORT ENFORCEMENT MANAGER 2	SS	421
172980	CHILD SUPPORT ENFORCEMENT MANAGER 3	SS	422
172970	CHILD SUPPORT ENFORCEMENT DIRECTOR	SS	423
173010	DCFS AREA DIRECTOR	SS	421
173020	DCFS REGIONAL ADMINISTRATOR	SS	423
173040	DISABILITY DETERMINATIONS SPECIALIST	SS	414
173050	DISABILITY DETERMINATIONS SUPERVISOR	SS	415
173030	DISABILITY DETERMINATIONS CONSULTANT	SS	417
173060	DISABILITY DETERMINATIONS MANAGER 1	SS	419
173070	DISABILITY DETERMINATIONS MANAGER 2	SS	421
173080	DISABILITY DETERMINATIONS DIRECTOR	SS	422
173090	ECONOMIC STABILITY SPECIALIST	SS	414
173100	ECONOMIC STABILITY SUPERVISOR	SS	415
173110	ECONOMIC STABILITY CONSULTANT	SS	417
173120	ECONOMIC STABILITY MANAGER 1	SS	419
173130	ECONOMIC STABILITY MANAGER 2	SS	421
173140	ECONOMIC STABILITY MANAGER 3	SS	422
173150	ECONOMIC STABILITY DIRECTOR	SS	423
173170	LICENSING CONSULTANT	SS	417
173180	LICENSING SUPERVISOR	SS	417
173160	RECOVERY SPECIALIST	SS	414
173190	PROGRAM MANAGER 3 – SOCIAL SERVICES	SS	422
173200	PROGRAM MANAGER 4 – SOCIAL SERVICES	SS	423

JOB TITLE CHANGES TO THE PAY PLAN

JOB	FROM JOB TITLE	TO JOB TITLE
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CODE		
166850	CHILD WELFARE ADMINISTRATOR	CHILD WELFARE DIRECTOR
171210	CHILD WELFARE EXECUTIVE MANAGER	CHILD WELFARE MANAGER 2
166800	CHILD WELFARE SPECIALIST 6	CHILD WELFARE MANAGER 1
166790	CHILD WELFARE SPECIALIST 5-A	CHILD WELFARE CONSULTANT
166770	CHILD WELFARE SPECIALIST 4	CHILD WELFARE SUPERVISOR
160480	PROGRAM COORDINATOR – SOCIAL SERVICES	PROGRAM CONSULTANT – SOCIAL SERVICES
107100	RECOVERY UNIT SUPERVISOR – OFS	RECOVERY SUPERVISOR
167650	LICENSING SPECIALIST 1 – DSS	LICENSING SPECIALIST 1
167290	LICENSING SPECIALIST 2 – DSS	LICENSING SPECIALIST 2
141000	RECOVERY ANALYST 1 – OFS	RECOVERY ANALYST 1
141010	RECOVERY ANALYST 2 – OFS	RECOVERY ANALYST 2
157200	FRAUD INVESTIGATOR 1 – OFS	FRAUD INVESTIGATOR 1
132180	FRAUD INVESTIGATOR 2 – OFS	FRAUD INVESTIGATOR 2
132170	FRAUD DETECTION UNIT SUPERVISOR – OFS	FRAUD DETECTION SUPERVISOR
151550	FRAUD DETECTION SPECIALIST	FRAUD DETECTION CONSULTANT

JOB PAY GRADE CHANGES TO THE PAY PLAN

JOB CODE	JOB TITLE	FROM SCHED	FROM LEVEL	TO SCHED	TO LEVEL
134110	PROGRAM SPECIALIST – SOCIAL SERVICES	AS	615	SS	414
160480	PROGRAM COORDINATOR – SOCIAL SERVICES	AS	618	SS	417
121510	PROGRAM MANAGER 1 - SOCIAL SERVICES	AS	620	SS	419
121520	PROGRAM MANAGER 2 – SOCIAL SERVICES	AS	622	SS	421
157200	FRAUD INVESTIGATOR 1 – OFS	SS	412	SS	413
132180	FRAUD INVESTIGATOR 2 – OFS	SS	413	SS	414
132170	FRAUD DETECTION UNIT SUPERVISOR – OFS	SS	416	SS	417
151550	FRAUD DETECTION SPECIALIST	SS	416	SS	417

JOB SPECIFICATION CHANGES TO THE PAY PLAN

JOB CODE	JOB TITLE
115530	PARKS DISTRICT MANAGER
171210	CHILD WELFARE EXECUTIVE MANAGER
166790	CHILD WELFARE SPECIALIST 5-A

166830	CHILD WELFARE SUPPORT SPECIALIST
166760	CHILD WELFARE SPECIALIST 3
166750	CHILD WELFARE SPECIALIST 2
166740	CHILD WELFARE SPECIALIST 1
166730	CHILD WELFARE SPECIALIST TRAINEE
165720	CHILD WELFARE SERVICES ASSISTANT
134110	PROGRAM SPECIALIST – SOCIAL SERVICES
121520	PROGRAM MANAGER 2 – SOCIAL SERVICES
107100	RECOVERY UNIT SUPERVISOR – OFS
167650	LICENSING SPECIALIST 1 – DSS
167290	LICENSING SPECIALIST 2 – DSS
165810	SOCIAL SERVICES ANALYST 1
165820	SOCIAL SERVICES ANALYST 2
165830	SOCIAL SERVICES ANALYST 3
150930	SOCIAL SERVICES SPECIALIST 1
150940	SOCIAL SERVICES SPECIALIST 2
143790	SOCIAL SERVICES SUPERVISOR
141000	RECOVERY ANALYST 1 – OFS
141010	RECOVERY ANALYST 2 – OFS
157200	FRAUD INVESTIGATOR 1 - OFS
132180	FRAUD INVESTIGATOR 2 - OFS
132170	FRAUD DETECTION UNIT SUPERVISOR – OFS
151550	FRAUD DETECTION SPECIALIST
166770	CHILD WELFARE SPECIALIST 4
166800	CHILD WELFARE SPECIALIST 6
166850	CHILD WELFARE ADMINISTRATOR
121510	PROGRAM MANAGER 1 – SOCIAL SERVICES
160480	PROGRAM COORDINATOR – SOCIAL SERVICES

JOBS ABOLISHED FROM THE PAY PLAN

JOB CODE	JOB TITLE
115520	PARKS CHIEF OF OPERATIONS
150070	ENVIRONMENTAL QUALITY PROGRAM MANAGER
154440	FACILITY MAINTENANCE MANAGER 2
160310	MEDICAID REGIONAL ADMINISTRATOR 1
160320	MEDICAID REGIONAL ADMINISTRATOR 2
169170	RETIREMENT BENEFITS CONSULTANT
154870	RETIREMENT EDUCATION CONSULTANT

167810	WILDLIFE AND FISHERIES LICENSING ANALYST 1
167820	WILDLIFE AND FISHERIES LICENSING ANALYST 2
167830	WILDLIFE AND FISHERIES LICENSING ANALYST 3
167850	WILDLIFE AND FISHERIES LICENSING DIRECTOR
167860	WILDLIFE AND FISHERIES LICENSING MANAGER
167880	WILDLIFE AND FISHERIES LICENSING SUPERVISOR
165260	LICENSING ASSISTANT

JOB MINIMUM QUALIFICATION CHANGES

JOB CODE	JOB TITLE
132170	FRAUD DETECTION UNIT SUPERVISOR – OFS
157200	FRAUD INVESTIGATOR 1 – OFS
132180	FRAUD INVESTIGATOR 2 – OFS
151550	FRAUD DETECTION SPECIALIST
141000	RECOVERY ANALYST 1 – OFS
141010	RECOVERY ANALYST 2 – OFS
107100	RECOVERY UNIT SUPERVISOR - OFS
167650	LICENSING SPECIALIST 1 – DSS
167290	LICENSING SPECIALIST 2 – DSS
165810	SOCIAL SERVICES ANALYST 1
165820	SOCIAL SERVICES ANALYST 2
165830	SOCIAL SERVICES ANALYST 3
166740	CHILD WELFARE SPECIALIST 1
166750	CHILD WELFARE SPECIALIST 2
166760	CHILD WELFARE SPECIALIST 3
166830	CHILD WELFARE SUPPORT SPECIALIST
166770	CHILD WELFARE SPECIALIST 4
166790	CHILD WELFARE SPECIALIST 5-A
166800	CHILD WELFARE SPECIALIST 6
171210	CHILD WELFARE EXECUTIVE MANAGER
166850	CHILD WELFARE ADMINISTRATOR
121510	PROGRAM MANAGER 1 – SOCIAL SERVICES
121520	PROGRAM MANAGER 2 – SOCIAL SERVICES
134110	PROGRAM SPECIALIST – SOCIAL SERVICES
160480	PROGRAM COORDINATOR – SOCIAL SERVICES
150930	SOCIAL SERVICES SPECIALIST 1
150940	SOCIAL SERVICES SPECIALIST 2
143790	SOCIAL SERVICES SUPERVISOR

MISCELLANEOUS PAY PLAN CHANGE – CAREER FIELD

JOB CODE	JOB TITLE	FROM CAREER FIELD	TO CAREER FIELD
157200	FRAUD INVESTIGATOR 1 – OFS	5901	9002
157210	FRAUD INVESTIGATOR 2 – OFS	5901	9002
151550	FRAUD DETECTION SPECIALIST	5901	9002
141000	RECOVERY ANALYST 1 – OFS	5901	9004
141010	RECOVERY ANALYST 2 – OFS	5901	9004
107100	RECOVERY UNIT SUPERVISOR – OFS	5901	9004